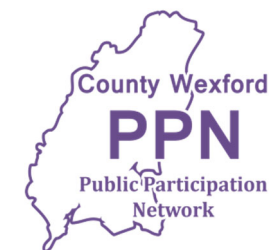


2PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	8 th May 2023 at 10.00 am. In-person in Upstairs Training Room County Hall Wexford.

In Attendance:
In attendance: Patrick Rochford, Facilitator Linda Sinnott Breda Cahill Kevin Molloy Bernard O’Leary Tommy Cullen Ian Ludlow Philip Hickey Dymphna O’Connor (limited)



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Ann and Simon had sent their apologies and Kamal was noted as absent.	Secretariat meeting attendance is a requirement for the position and a review of this is now required
2.	Agreement of Minutes from the 12 th April 2023.	Minutes were proposed by Kevin and seconded by Breda.	None.
3.	Matters arising from the minutes for the 12 th April 2023.	Kevin raised a question in regard to the possibility of communications received from a member group relative to him. He felt a reply was warranted to correct this. After some discussions it was agreed to leave matters as they are for now without further communication. It was also noted that communication had taken place between Patrick and Kevin regarding Kevin’s concerns about the code of conduct that were minuted following the April meeting.	None.

		<p>Ian confirmed that a separate LEADER stakeholder meeting with the PPN is scheduled to happen in June. Details to be confirmed.</p> <p>All other items had been progressed or were on the agenda for this meeting.</p>	
4.	Memorandum of Understanding with Wexford County Council. Part 1	Initial discussions between Secretariat members took place and staff members were asked to temporarily leave the meeting.	Dymphna was invited to attend this meeting at a suitable time.
5.	Constitution.	It was recognised that a further meeting regarding the submission at the upcoming Plenary meeting was required. It was agreed that it would be considered as a 'Draft' and that suggestions on the content would be sought from the Plenary.	A meeting for a sub-group comprising of both PPN Staff members, Bernard, Breda and Linda was arranged for the 11 th May in County Hall.
6.	Strategic Plan / Finance Update.	<p>Ian updated on the Finance reports and asked if that any Secretariat members wanted the reports, he could provide them.</p> <p>Ian proposed that the Strategic Plan should be printed professionally with a limited run for the purpose of providing member groups with a copy.</p>	<p>None.</p> <p>Ian to follow up with costs etc</p>
7.	New Registrations.	<p>5 new registrations were brought to the meeting. 4 groups were approved for membership. Wexford Malayali Koottaiyma, Oulart The Ballagh Community First Responder Unit, Advocates for Autism and Edermine Ferry Rowing Club.</p> <p>A 5th registration was queried for Courtown Business Association.</p>	Philip will convert the groups approved and will be advised on the status of Courtown Business Association.
8.	Correspondence – DRCD Circular Annual Report	Ian updated on the work completed to date on the annual report and advised that where needed the Secretariat would become involved. Patrick as the facilitator will need to attend and sign off on the report when the survey is to be submitted.	Ian and Philip will continue with this and keep the Secretariat updated. The closing date for completion is the 6 th June.

9.	Municipal District Meetings Review – action points.	It was agreed to defer the Gorey/Kilmuckridge MD meeting until after the Plenary. A decision regarding the venue and date will be forthcoming in the next couple of weeks. Camolin, would still be seen as a reasonable location to hold the meeting however the group aren't active members of the PPN	Further advices will follow.
10.	Plenary Meeting	Ian updated on the event and what still needs to be arranged and sought assistance from the Secretariat members for the evening with aspects such as signing in	None
11.	Memorandum of Understanding with Wexford County Council. Part 2.	Again, the PPN staff members were asked to leave the meeting to allow for the Secretariat to meet with Dymphna. Discussions took place which led to an agreement being made on the signing off of the 2023 MOU.	MOU will be signed off and readied for presentation at the Plenary meeting.
12.	AOB.	<p>It was agreed that the PPN should take stands at both The Gorey Agricultural Show on the 17th June and at the Bannow/Rathangan Show on the 13th July.</p> <p>Ian referred to the communications regarding the Annual Conference, Social Justice Ireland training and touched on the vacancies that still exist on the Secretariat and for a Representative on an SPC.</p> <p>Breda suggested that we ask group members to appoint specific PPN representatives.</p>	<p>Stands will be requested from the organisers and nearer the time volunteers to man the stands will be arranged.</p> <p>Further discussion required re PPN Representatives.</p>
13.	Date of Next Meeting	Monday the 12 th June.	Confirmation and agenda will be issued prior to the meeting.